

Getting Started in PerformMinneapolis



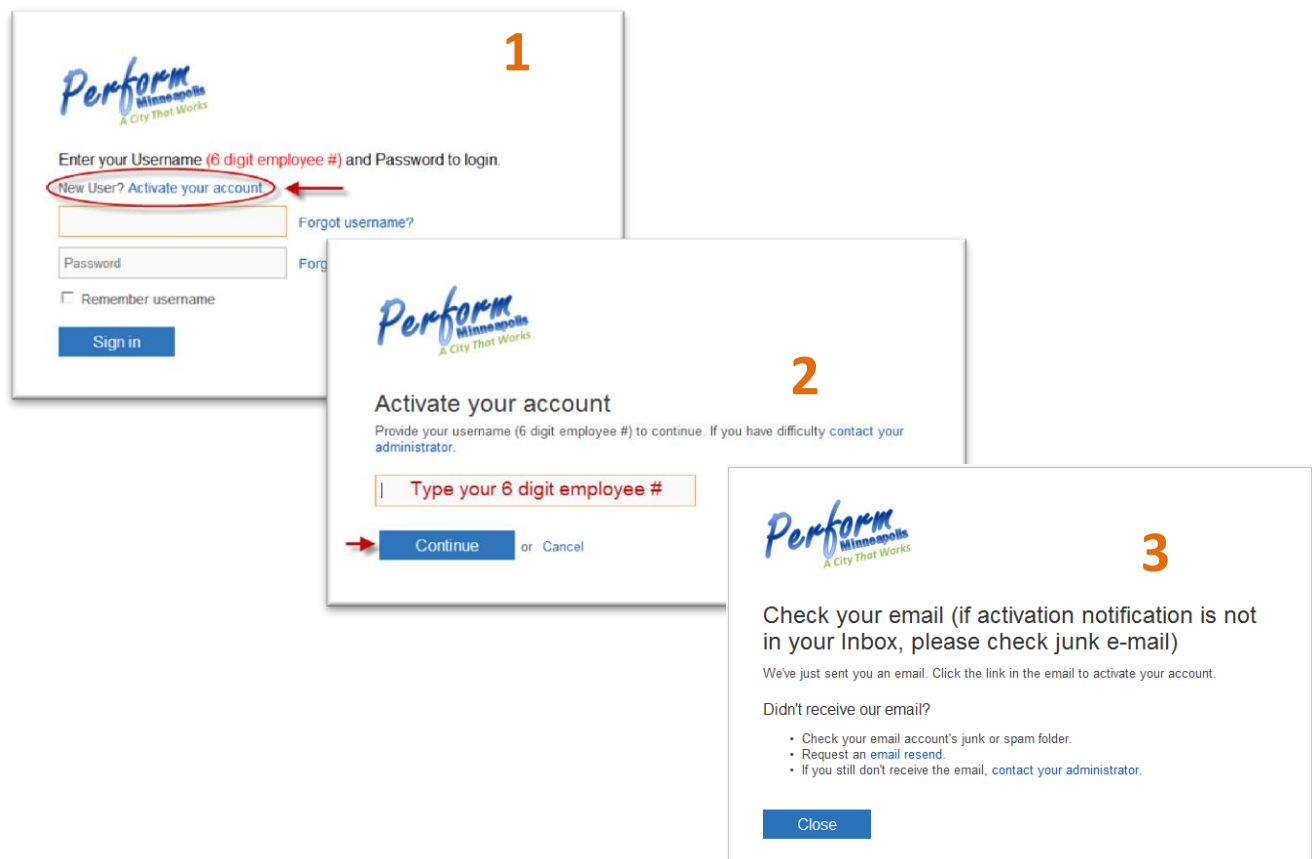
Accessing Halogen

You can access Halogen several ways:


- CityTalk > Work Tools > Halogen (PerformMinneapolis)
- City of Minneapolis > For Employees > PerformMinneapolis
- Link in the Halogen Task or Activation Email



Activating your Halogen Account



You will receive an email:



Thu 2/19/2015 6:48 AM

PerformMinneapolis <Perform.Minneapolis@minneapolismn.gov>

Activate your Halogen Account (ACTION REQUIRED WITHIN 72 HOURS)

Halogen software is used to support PerformMinneapolis. To activate your Halogen account, click on the link below. If the link has expired, you will be given the option to have a new link sent.

Activate your account now

User ID: **Your employee #**


You will be asked to create a new password. Your password must be between 8 and 25 characters, be mixed case (at least one uppercase or lowercase letter), and contain at least one number. **You will need to provide your password each time you log into Halogen, so please record it for future reference.**

You will also be asked to create three (3) security questions that will be used in the event you forget your password and need to reset it.

NOTE: You can only change your password once per day and will be forced to change it once per year.

If you have any questions or need a new activation notification sent, please contact Perform.Minneapolis@minneapolismn.gov.

Login Screen



Enter your Username (**6 digit employee #**) and Password to login.

New User? [Activate your account.](#)

Username (6 digit employee #):

[Forgot username?](#)

Password

[Forgot password?](#)

☐ Remember username

Sign in

Halogen Home page

Every employee has a home page which shows

1. Tasks
2. Recent activities
3. PerformMinneapolis User Guides

The screenshot shows the Halogen Home page interface. At the top left is the 'Perform Minneapolis A City That Works' logo. At the top right are 'Logout', a settings gear icon, and a help icon. Below the logo is a navigation bar with tabs: 'Home', 'My Performance', 'My Employees', 'Task Status', 'Reports', and 'Talent View'. The 'Home' tab is active. The main content area is divided into three sections. Section 1, 'My Tasks (You have tasks to do)', is highlighted with a yellow background and contains a table of tasks. Section 2, 'Activity Tracker', is on the right and shows a list of activities. Section 3, 'Useful Links', is at the bottom left and contains links to 'PerformMinneapolis User Guides' and 'Tennessee Warning'. A large orange arrow points from the 'My Performance' tab in the navigation bar to the 'My Performance' section in the main content area.

Status	Task	Due Date	Completed
My Evaluation: 2015 Work Expectations (CPED, SW&S, Water) Status			
●	Draft your work expectations after meeting with your supervisor	03/23/2015	N/A
Roadshow Perf Appraisal demo Status			
●	Write annual appraisals for your direct reports (2 To-Dos)	03/10/2014	1 of 3

Legend: ● Overdue ● My To-Do ● Sent for Review ● Not Ready ● Completed

If you are required to take action you will receive an email from Perform.Minneapolis@minneapolismn.gov stating you have a task to complete

My Performance Tab

The screenshot shows the 'My Performance' tab selected in the navigation bar. Below the navigation bar, the 'My Performance' section is active, showing a sub-navigation bar with tabs: 'Work Expectations', 'Development Plans', 'Feedback', 'Forms', and 'Documents'. The 'Work Expectations' tab is currently selected.

- **Work Expectations** – review your current work expectations or add a new one
- **Development Plans** – enter development plan items
- **Feedback** – add Journal Notes, send Recognition and review Supervisor notes
- **Forms** – performance appraisal forms
- **Documents** – upload documents relevant to your performance

My Performance – Work Expectations

The screenshot shows the 'Perform Performance Management' interface. The 'My Performance' section is active, with 'Work Expectations' highlighted in the sub-menu. A table lists existing expectations, with 'Administrative duties' highlighted. An 'Add' button is circled in yellow. An inset window titled 'Work Expectation Details' shows the form for 'Administrative duties' with fields for Title, Outcomes, Standards, Resources, and a progress bar.

Meet with your supervisor to establish 3 – 5 work expectations for the upcoming year. Here's [A Guide for Setting Work Expectations](#).

To review a work expectation: Click on any work expectation to see the details.

To add an expectation: Click **Add** and follow the instructions [Work Expectations](#); scroll down to “To Add a New Work expectation.”

At the very least you should have a work expectation about learning your job.

Major Job Duty (small box) and Outcomes (big box)

Learn new job

1. Orientation tasks completed
2. Assigned tasks completed
3. Introductions with co-workers and contacts made
4. Trainings scheduled

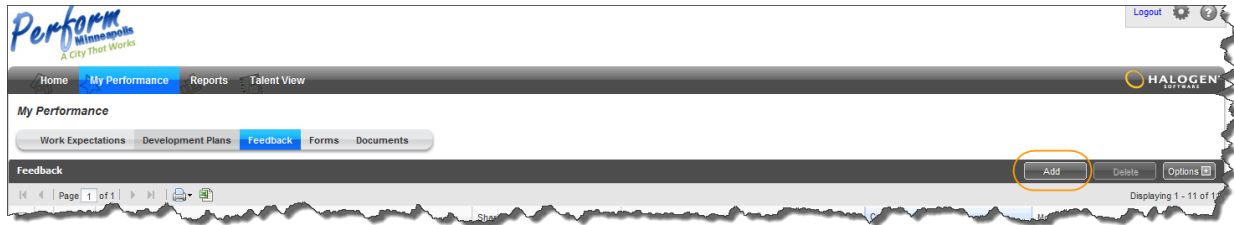
Standards – how well I need to do my work

1. According to schedule
2. To the satisfaction of supervisor; demonstrate the ability to work 80% without help within 90 days
3. According to plan

Resources – what I need to achieve this goal

Orientation schedule
Work instructions
Introduction schedule
Training schedule
Tools and equipment

My Performance – Feedback



You can review your feedback

Click on **Add** to

- Add a Journal Note (an entry written by you about yourself –be sure to “share with supervisor.”)
- Add Recognition (a message sent by you recognizing another employee’s success.)

You can also add Journal Notes and Recognition from your home page.

